



U.S. Election Assistance Commission
1225 New York Avenue, NW, Suite 1100
Washington, D.C. 20005

ELECTION ADMINISTRATION SUPPORT INTERN

INTRODUCTION

This position is located in the U.S. Election Assistance Commission (EAC), Election Administration Support Division. The Division is seeking a highly qualified Election Administration Support Intern to work 40 hours per week during the summer or, if applying for the fall or spring semester, a minimum of 15 hours per week. Applications received for this recruitment may be used to fill other EAC vacancies as they occur.

U.S. ELECTION ASSISTANCE COMMISSION

The EAC is an independent bipartisan agency created by the Help America Vote Act of 2002 (HAVA). It assists and guides states and local election administrators in improving the administration of elections for Federal office. The EAC provides assistance by dispersing Federal funds to states for replacement of voting systems and for election administration improvements, adopting voluntary voting system guidelines, and serving as a national clearinghouse and resource of information regarding election administration. The EAC also accredits testing laboratories and certifies, decertifies, and recertifies voting systems.

The Election Administration Support Division administers HAVA payments to states, the Help America Vote College Program, and the National Student Parent Mock Election (NSPME) grants. The Division also supports the implementation of the National Voter Registration Act (NVRA) by providing information to states on their responsibilities under NVRA and updating the National Mail Registration Form. Additionally, the Division runs the Language Accessibility Program to assist election administrators in implementing services for voters with limited English proficiency.

DUTIES AND RESPONSIBILITIES

The Election Administration Support Intern will assist the Division in the following areas:

- Monitoring the submission of required financial and performance reports from states and grantees and following up to obtain delinquent reports.
- Analyzing annual reports from States and quarterly reports from the NSPME and college poll worker grantees to determine whether reports are properly prepared and whether reported information/activities comply with HAVA program requirements.
- Assisting in the preparation special reports for publication on EAC's website on the basis of information contained in financial and performance reports.
- Researching HAVA and other Federal requirements/guidelines for preparing appropriate responses to questions about HAVA, NVRA, and other federal election administration issues from states and concerned citizens.

- Assisting in the preparation of correspondence, reports, publications, and other documents to be provided to State and local elections officials, Congressional staff, citizens, other interested parties and/or EAC Commissioners to meet legislatively mandated reporting requirements, or to respond to inquiries.
- Assisting in the support of research related to HAVA, NVRA, and related issues for the Election Administration Support Division.
- Maintaining files of the Election Administration Support Division.
- Coordinating meetings for the EAC Language Accessibility Program.
- Assisting in the creation of presentations for conferences, Commission hearings, and EAC public meetings on subjects related to the work of the Election Administration Support Division.
- Performing other duties as assigned.

QUALIFICATION REQUIREMENTS

To apply you must be:

- A U.S. Citizen;
- At least 16 years of age at the time of appointment;
- Currently enrolled or accepted for enrollment as a degree seeking student and taking at least a half-time academic course load in a accredited 2-year or 4-year college or university, graduate or professional school; and
- In good standing with an accredited institution.

Successful candidates will possess strong research, writing, and oral communication skills; be organized, detail-oriented, and self motivated; and demonstrate a willingness to be diplomatic, flexible and creative in addressing challenges

COMPENSATION

The rate of pay will be \$11.00 - \$20.00/hour, depending on qualifications.

HOW TO APPLY

Interested candidates must submit their resume with a cover letter and references by Friday, September 28, 2007. In addition, a writing sample of no more than 2 pages is requested. Please send application materials to (e-mail is preferred):

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